

City: _____ State: _____

**Civil Rights Enforcement and Compliance
Compliance Review Survey for Managers and Supervisors
Fiscal Year 2002**

The purpose of this survey is to obtain feedback from managers and supervisors on civil rights within their respective program areas. You were selected for participation in this survey. Your responses will not be associated with your name. Information about respondents such as race, gender, and grade level will be used as demographic data in the final report. If you wish to provide additional information to support your survey responses, please write comments on a separate sheet and return with survey. Please mail your completed survey in the envelope provided or FAX it to 301 734-3698.

Respondent Information

1. Are you a Manager? Yes ☐ No ☐
2. Are you a Supervisor? Yes ☐ No ☐
3. Are you authorized to hire employees? Yes ☐ No ☐
4. What is your Grade level? _____
5. Where do you work? City _____ State _____
6. What is your race? _____ (White, Black, Asian/Pacific, Hispanic American Indian)
7. What is your gender? Male _____ Female _____
8. How many years/months have you worked with APHIS? _____

Program Assignment (mark one)

- ☐ Plant Protection and Quarantine
- ☐ Veterinary Services
- ☐ Wildlife Services
- ☐ Animal Care
- ☐ International Services
- ☐ Policy and Program Development
- ☐ Marketing and Regulatory Programs Business Services
- ☐ Legislative and Public Affairs

Section A - Affirmative Employment

AEP Information

1a. Do you have a current copy of the APHIS Affirmative Employment Program Plan (AEP)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
1b. What steps have you taken to implement the AEP?	
2a. Do you have a copy of the Program level Affirmative Employment Program (AEP)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
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3. Do you have a current copy of the APHIS Affirmative Employment Program Plan for People with Disabilities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Are you aware of the regulations requiring "Reasonable Accommodation" for disabled employees?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Hiring

1a. During the past 3 years have (permanent) vacancies existed in your unit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1b. How many permanent positions have you filled in the last 3 years?	
1c. Do you currently have vacancies, or will have vacancies within the next year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Do you seek recruitment assistance from Human Resources when you have vacancies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Do you conduct interviews with all candidates on an (APHIS-wide) certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. How do you select candidates for interviews?	
5. Do you provide feedback to employees who were not selected for vacancies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6a. During the last 3 years, have you hired minorities and women through any of the APHIS special student programs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6b. Which program?	
6c. How many students?	

Performance

1. Do you evaluate employee performance annually?	Yes <input type="checkbox"/> No <input type="checkbox"/>																								
2. Do you provide mid year performance feedback to employees?	Yes <input type="checkbox"/> No <input type="checkbox"/>																								
3. Do you prepare a semi annual Civil Rights Performance Report?	Yes <input type="checkbox"/> No <input type="checkbox"/>																								
4. Do you evaluate employees using the "Pass" or "Fail" rating system?	Yes <input type="checkbox"/> No <input type="checkbox"/>																								
5. In the last 3 years, what types of employee recognition have you utilized? <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 60%;">Performance Award</td> <td style="width: 20%; text-align: right;">Yes <input type="checkbox"/></td> <td style="width: 20%; text-align: right;">No <input type="checkbox"/></td> </tr> <tr> <td>Special Act Award</td> <td style="text-align: right;">Yes <input type="checkbox"/></td> <td style="text-align: right;">No <input type="checkbox"/></td> </tr> <tr> <td>Spot Award</td> <td style="text-align: right;">Yes <input type="checkbox"/></td> <td style="text-align: right;">No <input type="checkbox"/></td> </tr> <tr> <td>Quality Step Increase</td> <td style="text-align: right;">Yes <input type="checkbox"/></td> <td style="text-align: right;">No <input type="checkbox"/></td> </tr> <tr> <td>Time-off</td> <td style="text-align: right;">Yes <input type="checkbox"/></td> <td style="text-align: right;">No <input type="checkbox"/></td> </tr> <tr> <td>Letter Of Appreciation</td> <td style="text-align: right;">Yes <input type="checkbox"/></td> <td style="text-align: right;">No <input type="checkbox"/></td> </tr> <tr> <td>Certificate</td> <td style="text-align: right;">Yes <input type="checkbox"/></td> <td style="text-align: right;">No <input type="checkbox"/></td> </tr> <tr> <td>Other:</td> <td></td> <td></td> </tr> </table>		Performance Award	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Special Act Award	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Spot Award	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quality Step Increase	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Time-off	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Letter Of Appreciation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Certificate	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other:		
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6. Do employees under your supervision have a separate performance element for civil rights?	Yes <input type="checkbox"/> No <input type="checkbox"/>																								
7a. What are the criteria you use when granting awards? <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 60%;">APHIS guidelines</td> <td style="width: 20%; text-align: right;">Yes <input type="checkbox"/></td> <td style="width: 20%; text-align: right;">No <input type="checkbox"/></td> </tr> <tr> <td>Locally developed criteria</td> <td style="text-align: right;">Yes <input type="checkbox"/></td> <td style="text-align: right;">No <input type="checkbox"/></td> </tr> <tr> <td>Tailored to specific job functions</td> <td style="text-align: right;">Yes <input type="checkbox"/></td> <td style="text-align: right;">No <input type="checkbox"/></td> </tr> <tr> <td>Other:</td> <td></td> <td></td> </tr> </table>		APHIS guidelines	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Locally developed criteria	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Tailored to specific job functions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other:														
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7b. If you use written awards criteria, do you distribute the awards criteria to employees annually?	Yes <input type="checkbox"/> No <input type="checkbox"/>																								
7c. Is the awards criteria adhered to by managers and supervisors.	Yes <input type="checkbox"/> No <input type="checkbox"/>																								
7d. How?																									
Comments:																									

Advisory Committees/Special Emphasis

1. Is there a Civil Rights EEO Advisory Committee assigned to your area?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. If yes, do you interact with the Committee at least twice annually?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3a. Have you selected collateral duty special emphasis program managers for your area?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3b. If yes, are programs planned in observance of special emphasis months?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3c. If yes, in the last 2 years, which special emphasis months observances have you attended?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Training

1. Do employees in your unit have Individual Development Plans or Learning Contracts?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. During the past 2 years, have you approved job related training for staff?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. During the past 2 years, have you denied training to staff?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4a. If yes, why?	
4b. What type of training have you denied?	
Job Related	Yes <input type="checkbox"/> No <input type="checkbox"/>
Career Development	Yes <input type="checkbox"/> No <input type="checkbox"/>
Civil Rights	Yes <input type="checkbox"/> No <input type="checkbox"/>
Customer Service	Yes <input type="checkbox"/> No <input type="checkbox"/>
Prevention of Workplace Violence	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sexual Harassment	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other:	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. During the past 2 years, have you attended civil rights training?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section B - Employment Discrimination Complaints

1. Are there complaints in the APHIS inventory filed by employees in your unit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Have you participated in the negotiation of settlement terms for an EEO complaint?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Have you participated in a Mediation session with the APHIS ADR Center?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Do you know whom to contact for technical assistance on an EEO Complaint?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Have you developed and disseminated a policy statement prohibiting discrimination at your work site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Do you have a copy of the Administrator's policy statement on settlement agreements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7a. Have you ensured that the Administrator's Sexual Harassment policy statement is posted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7b. Have you discuss the policy with your employees?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8a. Have you ensured that the Administrator's Civil Rights policy statement is posted in a conspicuous location at your work site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8b. Have you discuss the policy with your employees?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9a. Have you made sure that the Secretary of Agriculture's Civil Rights policy statement is posted in a conspicuous location at your work site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9b. Have you discuss the policy with your employees?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Do you work with employees to make sure complaints are resolved at the lowest level in the organization?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Do you have a policy statement describing how employees may request official time to work on an EEO complaint?	Yes <input type="checkbox"/> No <input type="checkbox"/>